



California Public Employees
Retirement System

STAFF PROGRAMMER ANALYST (SPECIALIST) Open Examination Exam Code: 5PA11-01

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

WHO SHOULD APPLY	Competition is open to anyone who meets the minimum qualifications. Applications will not be accepted on a promotional basis. Career credits do not apply.
ELIGIBLE LIST INFORMATION	This list will be established for CalPERS and State Controller's Office Use ONLY . Candidates will not be permitted to transfer their eligibility to other State Departments. This list may be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.
CROSS FILING INFORMATION	Candidates who meet the minimum qualifications for both the Staff Programmer Analyst (Specialist) and the Senior Programmer Analyst (Specialist) may file for both examinations on one application.
HOW TO APPLY	THIS IS A ONE DAY FILE-IN-PERSON ONLY. APPLICATIONS (STD. 678) WILL ONLY BE ACCEPTED ON <u>MARCH 14, 2005</u> . EACH APPLICANT <u>MUST APPEAR IN PERSON ON MARCH 14, 2005 BETWEEN THE HOURS OF 8:30 AM-5:00 PM</u> AT THE FOLLOWING LOCATION:

CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM
SACRAMENTO REGIONAL OFFICE
2750 GATEWAY OAKS DRIVE, ROOM 130
SACRAMENTO, CA 95833

****THE SUPPLEMENTAL APPLICATION ATTACHED TO THIS BULLETIN MUST BE COMPLETED AND SUBMITTED ALONG WITH A STANDARD STATE APPLICATION DURING THE HOURS AND AT THE LOCATION LISTED ABOVE. APPLICANTS WILL BE REQUIRED TO SHOW EITHER A PHOTO IDENTIFICATION OR TWO FORMS OF SIGNED IDENTIFICATION AT THE TIME OF FILING HIS/HER APPLICATION.****

APPLICATIONS WILL NOT BE ACCEPTED BY MAIL

Do not submit applications to the State Personnel Board

SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the box in Part 2 of the Examination Application. You will be contacted to make specific arrangements. Filing arrangements must be requested and approved with the Department in advance.
EXAMINATION INFORMATION	This examination will consist of a Supplemental Application examination weighted 100%. Candidates who meet the minimum qualifications for the examination will have their supplemental applications scored. Examination interviews will not be held. In order to obtain a position on the eligible list, a candidate must meet the minimum qualifications and must attain a minimum score of 70% on the examination.
SALARY RANGE	Minimum \$4,732 Maximum \$5,754
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	NOTE: All applicants must meet the education and/or experience requirements for this examination by <u>March 14, 2005</u>. Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as Either I, or II, or III , etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

MINIMUM QUALIFICATIONS

Either I

One year of experience in the California state service performing duties comparable to an Associate Programmer Analyst (Specialist) or Associate Programmer Analyst (Supervisor).

Or II

Two years of progressively responsible experience in information technology systems study, design, and programming, which shall have included responsibility on a project for analyzing operational methods and developing computer programs to meet desired results. One year of experience in this pattern must include independent performance of programming and analysis work, lead of a programming team, or participation as a team member on projects of a very complex nature or broad scope.

Or III

Thirty semester units or 45 quarter units of graduate work in information technology-related coursework from a recognized college or university.

POSITIONS	Positions exist with the California Public Employees' Retirement System and the State Controller's Office in Sacramento only.		
POSITION DESCRIPTION	A Staff Programmer Analyst (Spec), under general supervision, acts as a project leader on complex applications, and/or on complex information technology system problems, and works independently as a technical specialist.		
EXAMINATION SCOPE	Supplemental Application - Weighted 100.00%		
	<p>A. Knowledge of:</p> <ol style="list-style-type: none"> 1. Information technology system programming, equipment, and its capabilities 2. Principles and techniques of studying work processes for new or revised information technology system applications 3. Principles of designing methods of processing information 4. Technical report writing 5. Statistical methods 6. Principles of public administration, organization, and management 7. Principles of personnel management <p>B. Ability to:</p> <ol style="list-style-type: none"> 1. Write complex programs and develop detailed program specifications 2. Analyze information and situations, reason logically and creatively, identify problems, draw valid conclusions, and develop effective solutions 3. Apply creative thinking in the design and development of methods of processing information with information technology systems 4. Establish and maintain cooperative working relationships with those contacted in the course of the work 5. Communicate effectively 6. Prepare effective reports 		
VETERANS PREFERENCE	Veterans' preference credit will be added to the final score of all competitors who are successful in this examination and who qualify and have applied for these points. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive veterans credits.		
PUBLICITY PERIOD: 2/28/05-3/11/05	1 DAY FILE-IN-PERSON: 3/14/05	Class Code: 1581	Schematic Code: LM-16

GENERAL INFORMATION

It is the candidate's responsibility to contact the CalPERS Personnel Office (916) 326-3065 and Calif. Relay Service *711 three weeks after the final filing date if he/she has not received a progress notice.

Applications (STD. 678) are available at the State Personnel Board website, local offices of the Employment Development Department and the Department noted on the front.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The California Public Employees' Retirement System reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub divisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) service wide promotional, 5) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Developmental (GED) Test by scoring at least 35 on each of the five subtests and averaging 45 for all the subtests; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in a place of high school on a year-for-year basis.

Veterans Preference: California law limits the granting of veterans preference credits to entrance examinations. When credit is granted it is as follows: 10 points for veterans, widows or widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Directions for applying for veterans preference are on the Veterans Preference application form which is available from state Personnel board offices.

***California Relay Service for the Deaf or Hearing Impaired**

**California Public Employees Retirement System and
State Controllers Office**

**Staff Programmer Analyst (Specialist)
Senior Programmer Analyst (Specialist)
Open Examination
Supplemental Application Questionnaire**

Name: (Please Print)

Address:

Telephone Number:

Social Security Number:

**Please mark the appropriate
box:**

I am applying for:

Staff Programmer Analyst (Specialist) ☐

Senior Programmer Analyst (Specialist) ☐

Both Levels ☐

**YOU ARE REQUIRED TO COMPLETE THE FOLLOWING CERTIFICATION FOR THE STAFF/SENIOR
PROGRAMMER ANALYST (SPECIALIST) OPEN EXAMINATION**

I hereby certify and understand that the information provided by me in this examination is true and complete and contains no willful misrepresentation or falsifications. I also understand, if it is discovered that I have made any false representations, I will be removed from the examination process or employment eligibility list resulting from this examination.

Your Signature:

Date:

Your Supplemental Application responses must be submitted along with your State employment application (STD 678) at the file-in-person date published on the examination bulletin. Attach this page to your Supplemental Application responses.

Staff/Senior Programmer Analyst (Spec) Series Supplemental Application

Instructions: Please submit your answers to the four (4) questions at the time you file your application (STD.678). Answers must be on 8 1/2" x 11" sheets of paper, must be either typed or legibly hand written, and must include the question number you are answering.

QUESTION #1 – SOFTWARE SYSTEM/APPLICATION DEVELOPMENT AND/OR MAINTENANCE

Programmer Analysts are typically responsible for the development and/or maintenance of software systems/applications to meet information technology (IT) business needs. The following question will be used to evaluate your experience, training and/or education in these areas.

Please describe the type(s) of software systems and/or applications you have developed and/or maintained individually, as part of a development team, or as a project manager/leader. Please provide a comprehensive response which addresses all of the following areas:

- An overview of the project(s) you have participated in on the job, through training, or in your educational experience
- A description of the project(s) size, scope, and complexity
- A description of the steps that were taken in the software system/application development and/or maintenance, including all aspects of the project(s) development and/or maintenance
- A description of your specific role and responsibilities in the development and/or maintenance process (such as project manager/leader, team member, or sole designer)

QUESTION #2 – TESTING/TESTING OVERSIGHT

A Programmer Analyst typically is responsible for delivering tested programs/systems. The following question will be used to evaluate your experience, training, and/or education performing testing activities.

Please describe your experience, training and/or education performing and/or monitoring testing activities.

Please provide a comprehensive response which addresses all of the following areas:

- Type(s) of testing activities performed and/or monitored (such as unit testing, system testing, regression testing, performance testing, etc.)
- Your role and responsibilities in the testing process (such as team leader, team member, sole tester)
- The steps you took to perform the test **AND/OR** the steps in the testing activities that you have monitored

QUESTION #3 – RESOLVING INFORMATION TECHNOLOGY (IT) NEEDS AND/OR PROBLEMS

Programmer Analysts are typically responsible for analyzing and resolving information technology (IT) needs and/or problems.

Please describe your experience, training, and/or education analyzing and resolving Information Technology (IT) need(s) and/or problem(s) you have encountered or studied in the IT field.

Please provide a comprehensive response which addresses all of the following areas:

- A description of the need(s) and/or problem(s) you have encountered in your IT experience and/or educational experience, including the scope and complexity of the need(s) and/or problem(s).
- Identify the steps you took to resolve the problem(s), including all aspects of the IT need(s) and/or problem(s) you have encountered
- A description of the resolutions(s) and an explanation of why you chose the resolution(s)

QUESTION #4 – LEADERSHIP

Programmer Analysts may be expected to assume a leadership role as a team leader, project leader or as a technical specialist. The following question will be used to evaluate your experience, training, and/or education in a leadership role.

Please describe your experience, training, and/or education as a project leader or team leader, or as a technical specialist. Please provide a comprehensive response which addresses all of the following areas:

- A description of the type(s) of project(s) you led or the type(s) of team(s) you led or technical leadership duties performed based on your experience, training, and/or education as it relates to the role and responsibilities of a project leader, team leader or technical specialist
- The role and responsibilities of a project leader, team leader, or technical specialist, based on **your experience, training, and/or education**
- The activities you performed to lead the project or lead the team, if applicable.